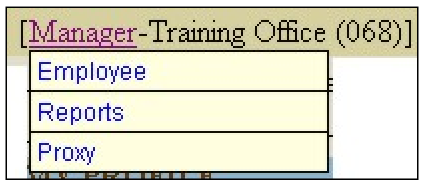
MANAGER

OVERVIEW: As a Manager, you will have all the functions of Employee and Supervisor (see Employee/Supervisor Help Files).

The Manager Role will allow the User to manage their Employees' Training Requirements. They have two additional tasks on their Home Page, the Manager drop down list and the Training Request Management bar.

I. **Management Tasks**: By placing the mouse on the Manager link three management tasks will appear on a drop down list: Employee, Reports and Proxy. The drop down list will look similar to this:



A. EMPLOYEE: By clicking this link within the drop down list, a page will appear that will look similar to this:

1. This page allows the Manager to manage all training requirements for their Employees. To locate all Employees, click the All link or A-Z listing based on the last name. To search for a specific Employee, type their last name in the Search by name box and click the link. By clicking the All link, a page listing all assigned Employees will appear. The screen will look similar to this:

Close Window | Back

Employees

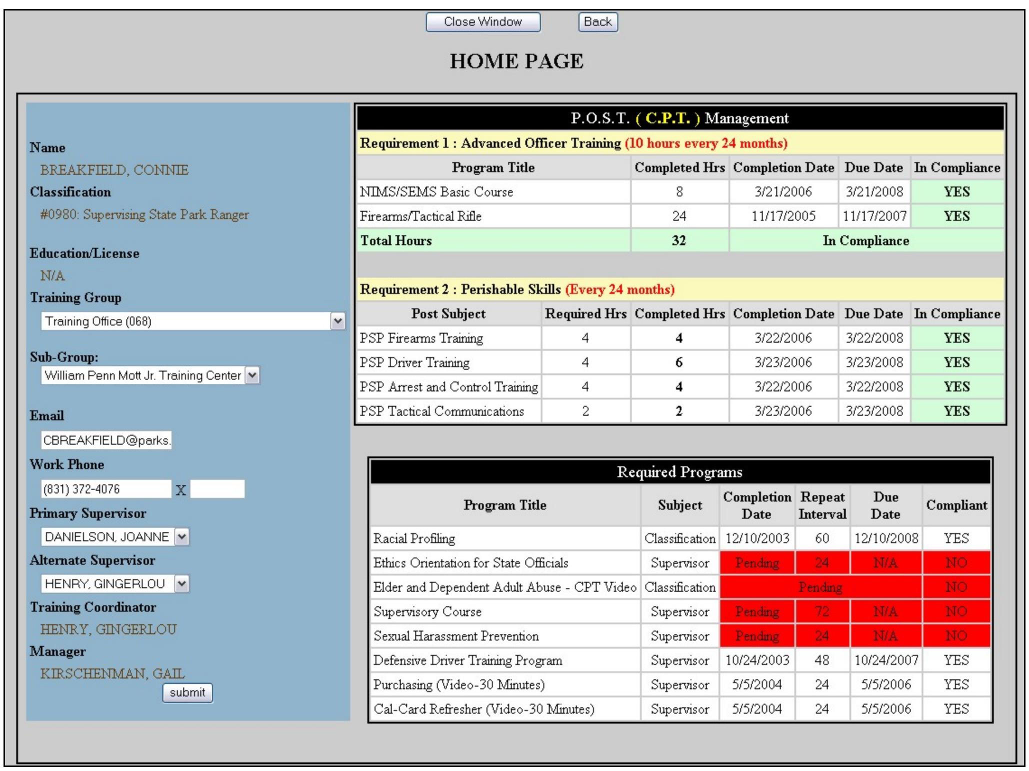
P.O.S.T.

Search by name: search

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Classification	Sub-Group	Training Record
BOST, PATRICIA	Staff Service Analyst (General)	William Penn Mott Jr. Training Center	View
BREAKFIELD, CONNIE	Supervising State Park Ranger	William Penn Mott Jr. Training Center	View
BURNER, ROY	State Park Ranger	William Penn Mott Jr. Training Center	View
COMBS, CHARLES	Park Maintenance Chief III	William Penn Mott Jr. Training Center	View
DANIELSON, JOANNE	State Park Superintendent II	William Penn Mott Jr. Training Center	View
GREEN, MICHAEL	State Park Interpreter II	William Penn Mott Jr. Training Center	View
HENRY, GINGERLOU	Staff Services Manager II (Supervisory)	William Penn Mott Jr. Training Center	View
SPENCER, WILLIAM	Park Maintenance Worker I	William Penn Mott Jr. Training Center	View
WAGY, STEVEN	State Park Superintendent III	William Penn Mott Jr. Training Center	View
YAEGER, PAMELA	Staff Service Analyst (General)	William Penn Mott Jr. Training Center	View

2. **Home Page**: To view the details of an Employee's Home Page, click the Employee's name. The Manager will be presented with a screen that will allow them to edit the Employee's contact information as well as their Training Group, Sub-Training Group and Primary and Alternate Supervisors. The screen will look similar to this:



Close Window | Back

HOME PAGE

Name
BREAKFIELD, CONNIE
Classification
#0980: Supervising State Park Ranger
Education/License
N/A
Training Group
Training Office (068)
Sub-Group:
William Penn Mott Jr. Training Center
Email
CBREAKFIELD@parks.
Work Phone
(831) 372-4076 X
Primary Supervisor
DANIELSON, JOANNE
Alternate Supervisor
HENRY, GINGERLOU
Training Coordinator
HENRY, GINGERLOU
Manager
KIRSCHENMAN, GAIL
submit

P.O.S.T. (C.P.T.) Management

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date	In Compliance
NIMS/SEMS Basic Course	8	3/21/2006	3/21/2008	YES
Firearms/Tactical Rifle	24	11/17/2005	11/17/2007	YES
Total Hours	32	In Compliance		

Requirement 2 : Perishable Skills (Every 24 months)

Post Subject	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	3/22/2006	3/22/2008	YES
PSP Driver Training	4	6	3/23/2006	3/23/2008	YES
PSP Arrest and Control Training	4	4	3/22/2006	3/22/2008	YES
PSP Tactical Communications	2	2	3/23/2006	3/23/2008	YES

Required Programs

Program Title	Subject	Completion Date	Repeat Interval	Due Date	Compliant
Racial Profiling	Classification	12/10/2003	60	12/10/2008	YES
Ethics Orientation for State Officials	Supervisor	Pending	24	N/A	NO
Elder and Dependent Adult Abuse - CPT Video	Classification	Pending			NO
Supervisory Course	Supervisor	Pending	72	N/A	NO
Sexual Harassment Prevention	Supervisor	Pending	24	N/A	NO
Defensive Driver Training Program	Supervisor	10/24/2003	48	10/24/2007	YES
Purchasing (Video-30 Minutes)	Supervisor	5/5/2004	24	5/5/2006	YES
Cal-Card Refresher (Video-30 Minutes)	Supervisor	5/5/2004	24	5/5/2006	YES

3. **Employee Training Record**: To view the Employee's Training Record, click the View link in the Training Record column. This

screen will list all training programs and instructor hours that the Employee has completed. The screen will look similar to this:

Close Window   Back

Training Record (YAEGER, PAMELA)

(download training record)

Training Programs Completed

P.O.S.T.	Program Title	Repeat Interval(months)	Training Provider	Program Provider	Location	Completion Date	Length(hr)	Grade	Training Category
YES	Academy Director/Coordinator Workshop	N/A	N/A		Hawaii	5/6/2006	26	N/A	
NO	Advanced Carpentry Skills	N/A	N/A		Annex	3/22/2006	36	N/A	
NO	A Program Test Email	N/A	N/A		Annex	3/6/2006	24	B	Job Related
NO	A Program Attendance Roster Group	N/A	DPR	ETMS Team	Monterey	3/3/2006	0	N/A	
NO	AED	12	DPR		This old house	4/6/2005	32	N/A	
NO	Microsoft Word XP - Level I	N/A	DPR		Salinas	11/19/2003	7	N/A	Job Related
NO	Cal-Card Refresher (Classroom)(Declined)	24	DPR		Mott Training Center	10/22/2003	2	N/A	Job Required
NO	Defensive Driver Training Program	48	DPR		MTC	4/1/2003	4	N/A	Job Required
NO	Business and Fiscal, Module I	N/A	DPR		Sacramento/HQ	10/4/2000	14	N/A	Job Related
NO	Employee Benefits	N/A	DPR		Sacramento-Headquarters	9/10/1999	16	N/A	Job Required
YES	Supervisory Course	72	DPR	MTC	MTC	1/15/1999	120	Credit	Job Related

Instructor Hours for Training Programs

P.O.S.T.	Program Title	Intructor Type	Location	Length(hr)
NO	Advanced Carpentry Skills	EMR	Annex	36
NO	AED	Firearms	This old house	32

a. **Program Title**: If a Training Request was completed on ETMS, the Program Title will link to the details of the Employee's Training Request. This page can be printed and included with a Travel Expense Claim for reimbursement. The screen will look similar to this:

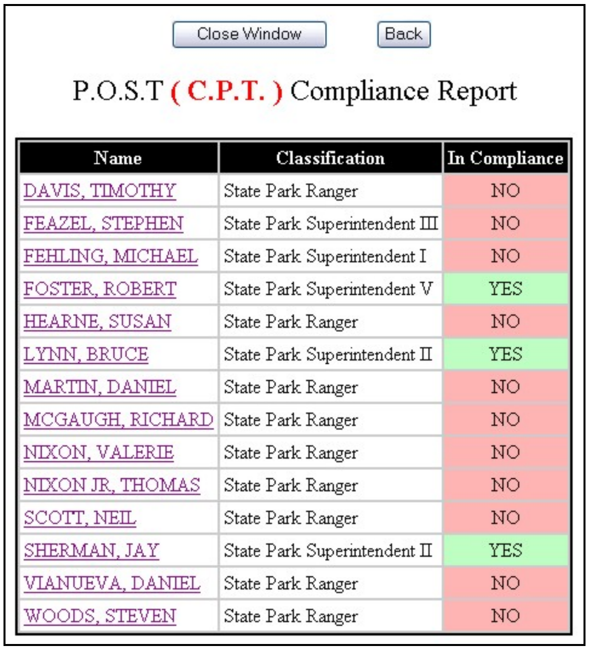
Close Window   Back

Approved

Name:	WAGY, STEVEN
Classification:	State Park Superintendent III
Training Group:	Training Section
Sub Group:	William Penn Mott Jr. Training Center
Training Provider:	DPR
DPR:	DPR
Location:	Healdsburg
Program Title:	Coastal Marine Interpretation
Training Request Is:	Upward Mobility
Justification:	I look cool in shorts
Date:	6/5/2006 - 6/10/2006
Supervisor:	**HENRY, GINGERLOU**
Date Approved:	3/7/2006
Supervisor Comment:	No Data
Sub-Group Manager:	**HENRY, GINGERLOU**
Date Approved:	3/7/2006
Sub-Group Manager Comment:	No Data
Manager:	**KIRSCHENMAN, GAIL**
Date Approved:	3/7/2006
Manager Comment:	No Data
Training Specialist:	**LOMBARD, KARYN**
Date Approved:	3/7/2006
Training Specialist Comment:	No Data
Accommodation:	Dietary
Explanation:	Lots of fish

4. **P.O.S.T. Compliance**: To access the P.O.S.T. Compliance Report, click the Employee link within the drop down list, a page will appear that will look similar to this:

By clicking the P.O.S.T. link, a Compliance Report will appear for all State Park Peace Officers assigned to the Manager and the status of their P.O.S.T. training. The screen will look similar to this:



P.O.S.T (C.P.T.) Compliance Report

Name	Classification	In Compliance
DAVIS, TIMOTHY	State Park Ranger	NO
FEAZEL, STEPHEN	State Park Superintendent III	NO
FEHLING, MICHAEL	State Park Superintendent I	NO
FOSTER, ROBERT	State Park Superintendent V	YES
HEARNE, SUSAN	State Park Ranger	NO
LYNN, BRUCE	State Park Superintendent II	YES
MARTIN, DANIEL	State Park Ranger	NO
MCGAUGH, RICHARD	State Park Ranger	NO
NIXON, VALERIE	State Park Ranger	NO
NIXON JR, THOMAS	State Park Ranger	NO
SCOTT, NEIL	State Park Ranger	NO
SHERMAN, JAY	State Park Superintendent II	YES
VIANUEVA, DANIEL	State Park Ranger	NO
WOODS, STEVEN	State Park Ranger	NO

a. To see the specific details of an Employee's Compliance Report, click the Employee's name and you will be linked to their P.O.S.T. Management screen. The screen will look similar to this:

FEHLING, MICHAEL

Close Window

P.O.S.T. (C.P.T.) Management				
Requirement 1 : Advanced Officer Training (10 hours every 24 months)				
Program Title	**Completed Hrs**	**Completion Date**	**Due Date**	**In Compliance**
P.O.S.T. Video - Recognizing, Reporting, and Preventing Terrorism	2	4/12/2005	4/12/2007	**YES**
Elder and Dependent Adult Abuse - CPT Video	2	2/2/2005	2/2/2007	**YES**
Management Course	104	1/13/2005	1/13/2007	**YES**
Total Hours	**108**	**In Compliance**		

Requirement 2 : Perishable Skills (Every 24 months)					
Program Title	**Required Hrs**	**Completed Hrs**	**Completion Date**	**Due Date**	**In Compliance**
PSP Firearms Training	4	**4**	4/23/2004	4/23/2006	**YES**
PSP Driver Training	4	**4**	3/3/2005	3/3/2007	**YES**
PSP Arrest and Control Training	4	**4**	12/10/2004	12/10/2006	**YES**
PSP Tactical Communications	2	**2**	12/17/2003	12/17/2005	**NO**

B. REPORTS: This will allow the User to run certain standard reports for their assigned Employees. By clicking the Reports link within the Manager drop down list, a screen will appear with several standard reports. The screen will look similar to this:

Close Window   Back

Report Management

90 Day Evaluation

POST Compliance Report

Non-POST Program Compliance Report

COST For Out-Service

Instructor Type

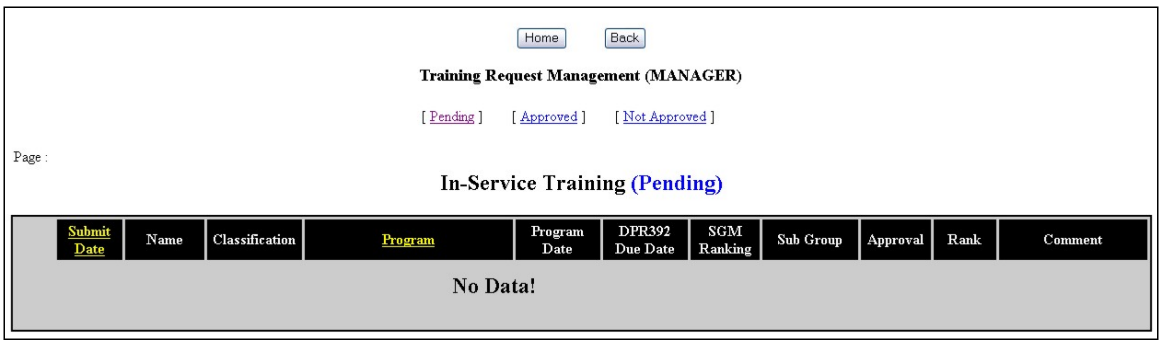
C. PROXY: A Manager has the ability to assign another user to perform their function within the ETMS. A Manager is allowed only one Proxy at a time.

1. To activate a Proxy, do the following:
   - (a) Click the Proxy link in the drop down list.
   - (b) Select an Employee from the list and click **add**. This Employee is now the Proxy for your role.

2. The Proxy can be deactivated by the Manager or the Employee designated as Proxy. To deactivate, click the Proxy's name and click **Deactivate**.

II. TRAINING REQUEST MANAGEMENT: To manage all In-Service and Out-Service Training Requests for their Employees, a menu bar called MGR(Training Office (068)): *Action Needed!* IN(1)-OUT(0) is located on the Manager's Home Page. There are two links that allow the Manager to manage all In-Service and Out-Service Training Requests. The number within the parenthesis is the link to the pending In-Service or Out-Service Training Requests.

A. **In-Service Training Request**: By clicking the link, the Manager can view all Pending, Approved and Not Approved Training Requests. The screen will look similar to this:



NOTE: The link defaults to the Pending In-Service Training Requests.

1. [Pending]: Displays all Training requests that are pending action by the Manager. The screen will look similar to this:

a. [Detail]: This link displays the details of the Employee Training Request.

   b. **Approval Action**: From the drop down list in the Approval column, the Manager can Approve or Not Approve the Training Request. If Not Approve is selected, the Manager must provide a comment.
   c. **Rank**: Rank the Training Request with "1" being the highest priority and "5" being the lowest.
   d. **Submit**: The Training Request will be sent to the Training Specialist for their approval action.
2. [Approved]: This link displays all Training Requests that have been approved by the Manager. Managers have the ability to edit any approved Training Requests that have not been acted upon by the Training Specialist.
3. [Not Approved]: This link displays all Training Requests that have not been approved by the Manager. Managers have the ability to edit any Training Requests that they have not approved.
4. **Search by Employee Name**: The Manager has the ability to search for an Employee by name. Select an Employee from the drop down list and click the Search link.
5. **Page**: Each page displays ten records. To view additional records click on the page number link(s).

B. **Out–Service Training Request**: This functions exactly the same as In-Service Training Request Management except the ranking, which is not required, and the Training Coordinator has final approval authority.